

Department of _____
New Employee Safety Orientation

Employee:	Date of Hire:
Position:	Supervisor:
Department:	

- _____ 1. Review General Safety Rules – Safety Policy Statement, Safety Program, Return-to-Work Program and Department/Division/Bureau specific Safety Procedures

- _____ 2. Explain Safety Committee and identify members

- _____ 3. Evaluate workstation for correct ergonomic set-up and review of ergonomic handouts

- _____ 4. Review steps for reporting and correcting unsafe conditions

- _____ 5. Review accident and incident reporting procedures and forms (First Report of Injury and Incident Investigation Report)

- _____ 6. Identify available first aid personnel and review procedure for action to take for medical emergencies

- _____ 7. Discuss emergency evacuation procedures and building emergency action plan

- _____ 8. If applicable, issue required personal protective equipment and review guidelines for correct use of equipment

- _____ 9. Provide appropriate job specific safety training such as correct lifting techniques, fall protection, chemical safety, fire extinguishers, etc. (List below):

- _____ 10. Tour the facility/building pointing out exits, fire extinguishers, location of the first aid kit, areas where PPE (Personal Protective Equipment) is required, sprinkler system, areas where chemicals are stored.

 Conducted by

 Date

 Employee Signature

 Date

****Completed form to be kept in HR as part of the employee's personnel file****